Minutes
NV IT Operations Committee (NITOC)

DATE	January 9, 2003
TIME	1:00 PM
LOCATION	Kinkead Conference Room, Carson City
RECORDER	Maggie Thorne

ATTENDANCE

Chair Name	Present	Co-Chair Name	Present
Terry Savage, Chair E-Gov	✓	Bob Beers, Co-Chair E-Gov	
Mike Hillerby, Chair, Strategic Plan		Alisanne Maffei, Co-Chair, Strategic Plan	✓
Kathy Ryan, Chair, ITPOC	✓	Bill Vance, Co-Chair, ITPOC	
Chuck Connor, Chair, IT Workforce	✓	Vacant, Co-Chair, IT Workforce	
Mark Blomstrom, Chair, Tech. Standards & Architecture	✓	Dave McTeer, Co-Chair, Tech. Standards & Architecture	✓
Teri J. Mark, Chair, NERC	✓	Jeff Kintop, Co-Chair NERC	✓
Alan Rogers, Chair Justice IT Integration	✓	Vacant, Co-Chair Justice IT Integration	
Donna Crutcher, Chair, Security		Dana Hines, Co-Chair, Security	✓

Other attendees

Name	Present	Name	Present
Kathy Shabi, DETR	✓	Angela Grato, DoIT	✓
Pam Sutton, DoIT	✓		

CALL TO ORDER
Terry Savage called the meeting to order at 1 pm.

REVIEW OF MINUTES AND AGENDA CHANGES
The minutes of the December 12 meeting were reviewed and approved. Maggie was asked to follow up with Dorothy on the timeline for the mainframe. Dave Mcteer indicated the legislative would need this during this session.

CHAIRMAN REPORT
Terry discussed the following topics:
- DoIT is scheduled to present their budget before the legislature on January 30th. He is hoping to share DoIt's presentation with the Strategic Planning Committee beforehand to get their comments.
- Terry reported that the MMIS project is going well and he is comfortable with the project. He did comment that the Pharmacy Point of Sale System (POS) might not meet their February 1st deadline. Terry pointed out that not meeting this date would cause some political consequences, but would not be critical to the technical side of the project.
- Due to newly elected governor's taking office in other States, Terry mentioned that NASCIO is seeing a lot of CIOs being replaced.

DECISIONS[1]

Item No.	Decision
1.	
2.	

AGENDA ITEMS

	Tech Expo 2003 – Pam reported that the Tech Expo has been rescheduled for February 12 and plans are going along smoothly. Dave McTeer asked that she check on intranet access for those agencies that may need it for their demos. Pam said she was meeting with Becky Wood from LCB media services to go over all the details on January 10.
1.	**Homeland Security** – Alisanne reported that Homeland Security is soliciting federal and state governments for information technology projects in areas related to criminal justice, first response, public safety, and public health. Projects must meet the following criteria: Take 3-6 months to complete; cost $1 million or less; have immediate benefit to the entities involved; and achieve specific cross-organizational integration. Dave Mcteer requested that Alisanne get more details including the deadline for submissions.
2.	**Steering Committees** – The group discussed the differences between a Steering Committee and the IT Project Oversight Committee. The group felt that a Steering Committee is responsible for setting policies to a project, whereas the ITPOC is responsible for establishing statewide general standards and policies for managing a project. ITPOC does not manage or direct any project, but gives guidance and assistance when requested.

COMMITTEE REPORTS

1.	**Justice IT Integration –** Alan Rogers reported that last month progress was good, but due to a new manager at the repository, he is back to square one. Ron Titus (Supreme Court) still wants to be the co-chair of the Committee and next month he and Alan will be selecting members for their committee.
2.	**Strategic Planning** – Alisanne distributed the committee's report and discussed the committee's progress.
3.	**IT Project Oversight** – Kathy Ryan indicated the committee is in operational mode now and each month they review a project and fine-tune their forms. She will be developing a monthly progress report that will be submitted to the Governor for his information.
4.	**Tech Standards & Architecture** – Mark Blomstrom reported that he had nothing to report and that the holidays had slowed their progress. They are in the process of creating a Communications Committee and that he and Dave McTeer will get more active after the session. Some standards are in review process.
5.	**NERC** - Teri Mark reported that NERC would be meeting on January 28 after a long absence. She also mentioned the electronic e-mail policy was distributed and she thanked Dave McTeer for his suggestion.
6.	**IT Work Force**- Chuck Connor reported that the Committee did not hold a December meeting, but they have submitted a request to Jeanne Greene (Personnel Dept) for an occupational study for the Electronic Data Processing group. Jeanne responded requesting additional information and next month the committee would meet to draft a response to her request.
7.	**Security**- Dana Hines reported on the Security Awareness/Training Sub-Committee that was formed and provided some draft examples of ideas that the group is developing. She reported this committee is just in the preliminary stages. The draft samples distributed were to be kept confidential.
8.	**E-Gov** –Pam distributed a status report to all members.

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[1] *Decision*: Reaching a conclusion… particularly in response to a course of action.

ACTION ITEMS[2]

Item	Opened	Description	Assigned	Due	Closed
9.	7/11/02	Draft inter-committee working relationship policy statement.	Terry Savage	April	
11.	10/02/02	Maggie will put together a generic computer policy manual for State use (similar to DPS's sample that Alan Rogers provided). Committee members will review the DPS manual and be prepared to add any additional information they would like to see in the generic edition.	Maggie Thorne All members	5/01/03	11/14/02 Postponed for 6 months
13.	11/14/02	Dorothy Martin to distributed Facility's time-line to all NITOC members.	Dorothy Martin	11/21/02	

OTHER ISSUES
None

ADJOURNMENT
The meeting was adjourned at 2:00 pm. Next meeting scheduled for February 13, 2003

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[2] *Action Item*: A commitment to complete an action or an assignment.